



SCHOOL NURSES

TEACHER/STAFF INFORMATION HANDBOOK

This teacher/staff handbook is to provide general information about the school nurses program to the staff of the Central Community School System. Any specific questions should be directed to the school nurse assigned to your school.

General School Nurse Responsibilities

In order to provide an understanding of the school nurse's role and responsibilities in the school setting we have listed the basic responsibilities.

1. Promote school attendance.
2. Promote a safe school environment.
3. Train and monitor designated school staff: Medication Administration, Child- specific procedures, CPR, AED and First Aid.
4. Work with Special Education / Pupil Appraisal to provide medical assessments on students.
5. Develop Plan of Care for students with health needs during the school day.
6. Mandated Immunization Check and entering into LINKS.
7. Mandated Health Education.
8. Mandated Hearing and Vision Screenings (Pre-K, K, 1st, 3rd, 5th, 7th and 10th)
9. Daily Documentation of all activities (telephone calls, encounters with children. . .)
10. Health Education Programs for students and staff.
11. Infection Control and Monitor for Communicable Diseases.
12. Provide care to students with injuries or complaints of illness.
13. Advocate for students.
14. Develop and implement health polices for the school district.
15. Communication with school staff and parents regarding health concerns.

School Nurse Contact Referral Information

Nurse	School	E-Mail	Cell
Sharon Ball, RN	Central High	sball@centralcss.org	281-0902
	Tanglewood		
	Central Intermediate		
Susan Weathers, RN	Central Middle	sweathers@centralcss.org	281-3533
	Bellingrath		

Emergency in the Classroom

Each school campus has staff members who are trained to handle emergency situations in your school. Children who have chronic health concerns that may cause an emergency in your classroom should have an emergency care plan. This includes children with diagnosis of diabetes, severe asthma, seizures, and life threatening allergies. If you come across a child in your classroom who has one of these conditions and does not have an emergency plan, notify your school nurse.

1. Be familiar with Emergency Care Plans so that you can follow the plan.
2. If you have an emergency with a student who does or does not have an Emergency plan you should :

Notify the office for assistance and provide care until your help arrives.

Providing care includes:

- Remain calm.
- Have students move away from the student needing care.
- If a student is having seizures lay the student in the floor, and move furniture away from the student and protect head.

Confidentiality

Federal guidelines require very strict access to health information. The school system comes under several federal guidelines: IDEA, FERPA, and HIPAA. Remember that only employees of Central Community School District should have access to any student's health information. Violation of these federal guidelines can result in large fines and or the holding of federal money from the school system.

1. Confidentiality: information is treated as private.
2. Health information of students should be kept confidential.
3. You are provided health information on a "need to know" basis.
4. You need to be aware of others overhearing when you are discussing health needs of students.

Child Protective Services

All employees of the Central Community School District are mandated reporters when child abuse is suspected. The person that suspects abuse needs to make the report to child protection and notify the school nurse. The school nurse will make an additional report.

Child Protection Hotline Number: 925-4571

GUIDELINES FOR SCHOOL STAFF

INFECTION CONTROL/DISEASE TRANSMISSION PREVENTION

The purpose of this document is to provide teachers and staff with information on how to protect both themselves and students from disease transmission in the school environment.

I. HANDWASHING

Frequent hand washing is the most important and easiest way to prevent and control the spread of infectious diseases. All employees and children will have ample access to soap, water and clean towels. All employees of the Central Community School District will be expected to wash hands. Alcohol based (60%) sanitizers can be beneficial for employee to carry when soap and water is unavailable.

All hand washing is not equal. It takes consistent and vigorous washing to remove the germs from our hands. Children need proper instruction in order to learn when to wash their hands and how to wash them effectively.

II. UNIVERSAL PRECAUTIONS

Research shows that the risk of getting a significant contagious disease in a school setting is extremely small. However, the school staff and contracted staff need to decrease the possibility of exposure to blood borne pathogens. (HIV, Hepatitis)

In the school setting the use of "Universal Precautions" means protecting from exposure to blood or body fluids through the use of non-latex gloves. Body fluids include blood, semen, drainage from scrapes and cuts, feces, urine, menstrual flow, vomit, and respiratory secretions (nasal discharge and saliva). The cleaning of blood and body fluids will be done by janitorial staff using EPA registered disinfectant.

GLOVES WILL BE WORN:

When in direct contact with blood or body fluids is anticipated. Including providing first aide, handling of soiled clothes and articles, and while cleaning up body fluids and equipment. Hands must be washed after the use of gloves.

DISPOSAL OF CONTAMINATED ARTICLES:

Any article that has been contaminated with blood or body fluids should be placed in separate plastic bag, secured, double bagged and disposed of in the general garbage.

Soiled clothing must be double bagged and sent home for washing.

Contaminated disposable items such as tissues and paper towels must be placed in a leak proof bag.

III .CLEANING SUPPLIES

All supplies used to clean in school environment will be supplied by janitorial service. These cleaners meet the standard for infection prevention in school settings, as well as documentation of MSDS information. Teachers and school staff should contact janitorial staff of their school site to obtain needed supplies for classrooms.

CENTRAL COMMUNITY SCHOOL SYSTEM

MRSA IN SCHOOLS GUIDELINES/POLICY

GENERAL OVERVIEW:

MRSA is a bacterial infection caused by *Staphylococcus aureus* (“Staph”) bacteria that are resistant to many antibiotics such as penicillin. It frequently causes skin infections and can also enter wounds, urine, the lungs or other body sites. As a skin infection, it can present as an abscess, impetigo, boil or an open wound and is often mistaken for an insect/spider bite. Symptoms can include fever, redness, warmth, swelling, pus and tenderness at the site. Any drainage from a skin lesion should be considered infectious.

Throughout the USA, MRSA infections are becoming more common in community settings, including schools. MRSA is primarily spread through contact with the bacteria, either by direct person-to-person contact or indirectly through shared equipment, personal articles/objects or contaminated surfaces. Examples of shared objects include towels, soap, razors, clothing and athletic equipment.

The incubation period for MRSA can be variable. Although MRSA can occur anywhere, there are several factors that make transmittal easier. These factors include frequent skin to skin contact, compromised skin integrity, contaminated surfaces, and lack of cleanliness. These are all common situations that may occur in schools. Due to these factors, any open wound may contain MRSA and should be treated as infectious.

INFECTION CONTROL GUIDELINES FOR SCHOOL STAFF

School staff includes administrators, teachers, and support staff who are under the direct supervision of the school principal.

Frequent hand washing is the most important and easiest way to prevent and control the spread of MRSA and other infectious diseases. All employees and children should have ample access to soap, water and clean towels. Alcohol based sanitizers can be beneficial for employee to carry when soap and water is unavailable.

All hand washing is not equal. It takes consistent and vigorous washing to remove the germs from our hands. Children need proper instruction in order to learn when to wash their hands and how to wash them effectively.

School staff should:

1. Follow all first aid guidelines including the use of universal precautions in classroom setting; including wounds that are open or draining should be completely covered.
2. Any suspected skin infections should be reported to school nurse.
3. Hand washing should be taught and encouraged at all levels. Good personal hygiene, including hand washing will be expected of all staff, and encouraged by all students.
4. Classrooms should be kept neat and clean, including wiping down of hard surfaces such as computer keyboards, light switches, and door knobs. Any issues with the janitorial staff services should be reported to the principal or designee of the principal for follow up action.

INFECTION CONTROL GUIDANCE FOR SCHOOL NURSES

School Nurse Responsibility

Conformation:

1. All children with suspected wound infections will be referred to health care provider for diagnosis and treatment. Written documentation from health care provider will be required prior to student returning to school.
2. Report to local health department is not required. However, will be considered if cluster of three or more cases in a single classroom or athletic team.
3. Review contact precautions with all First Aid providers at schools. Ensure that schools are using contact precautions when doing wound care.
4. Cases of MRSA that have been documented by healthcare provider will be reported to principal/administrator for notification of custodial staff so that cleaning protocols can be initiated.

Control of Spread:

1. Students or staff members, who are colonized or infected with MRSA, do not need to be routinely excluded from the classroom.
2. Individuals with open wounds will keep them covered with bandage taped on all four sides.
3. Exclusion from school should be reserved for those with wound drainage that cannot be covered and contained with a clean, dry dressing taped on all four sides. It is the responsibility of the parent to send children to school with wound needs met to minimize possible exposure to school children and staff.
4. Universal Precautions is the standard for all schools. Gloves should be worn for all wound care if you expect to come into contact with non-intact skin or mucus membranes.
5. Good personal hygiene and hand washing with soap and water for at least 20 seconds will be expected of all staff, and encouraged by all students.
6. If soap and water are not available, use an alcohol based hand sanitizer with at least 60% alcohol concentration.
7. Potentially contaminated surfaces should be cleaned with an EPA-registered disinfectant labeled effective against MRSA and manufacturer's directions should be followed.

Special Situations in Sport Settings:

1. Any athlete with potential wound infection will be referred to health care provider for evaluation. Written clearance from the health care provider must be obtained once referral has been made by the school nurse or athletic trainer.
2. Any athlete with documented MRSA /staff infection will be excluded from participation until written clearance from health care provider is obtained.
3. Athletes with active soft tissue/skin wounds will have wounds completely covered to prevent infection.
4. Instruct athletes not to share personal hygiene items such as towels, washcloths, razors, and soap.
5. Encourage use of a barrier (towel or layer of clothing) between skin and shared equipment such as wrestling mats and benches in the weight room at all times. (not just during periods of skin infection)
6. Routine disinfectant cleaning of shared surfaces such as wrestling mats and benches in the weight room, shower areas, and athletic training areas should be completed by custodial/athletic staff. Problems with this cleaning will be reported to the school principal for resolution.
7. Strongly encourage athletes to wash athletic clothing after each use.
8. Strongly encourage athletes and coaches participating in sports involving close personal contact to shower immediately after each practice, game, or match.
9. Athletes should be educated on the warning signs /symptoms of skin infection. Encourage athletes to report skin lesions to coaches, trainer, or school nurse. Encourage coaches to be aware of any potential issues of infection in athletes and report them to the school nurse or athletic trainer.

INFECTION CONTROL GUIDANCE FOR MIDDLE/HIGH SCHOOL ATHLETIC DEPARTMENTS

Athletic staff is considered part of the teaching staff at their respective schools. They report directly to the principal of the school. Any issues or potential problems should be reported to the principal of the schools.

MRSA (“Staph”) is a type of bacteria that is resistant to most forms of penicillin as well as most other antibiotics. MRSA commonly causes skin infections that may look like spider bites, infected turf burns, impetigo, boils or abscesses. It is very contagious and spread by touching the infection/drainage directly or by touching surfaces that have come in contact with the bacteria. MRSA can stay on surfaces for weeks.

Frequent hand washing is the best way to prevent MRSA. It is also important to have athletes and coaches practice good hygiene, including showering after practice, games, and meets; not sharing personal hygiene items, and not participating in practices/meets with a potentially infected skin/wound lesion. A healthy environment should be maintained by routinely cleaning athletic equipment (balls, bats, and rackets) and surfaces, such as benches and wrestling mats.

All athletes should be educated on the signs/symptoms of infection. Ask your athletes to report all skin infections to their coaches, the trainer, or the school nurse. Open wounds should be covered with a clean dry dressing that is taped on all four sides. Any athlete who has a potential skin infection should be referred to the athletic trainer or school nurse for evaluation and referral to health care provider. Any athlete with diagnosed infection will not be allowed to participate until written medical clearance is obtained from healthcare provider.

Daily cleaning of school environment is the responsibility of the custodial staff. Any problems with cleaning should be reported to the principal or principal designee for follow up action. The following are recommendations for the environmental cleaning of the athletic areas in schools:

1. All environmental hard surfaces that may come in contact with body fluids should be cleaned and sanitized daily with an EPA-approved disinfectant.
2. All floors/walls/mats should be washed daily if in use.
3. Locker rooms, including any shower areas should be cleaned daily, if used.
4. If soap is furnished, it should not be bar soap. It should be liquid grade and available from a wall dispenser/pump dispenser. It is preferred that liquid soap be antibacterial grade.
5. Use dedicated mops to clean athletic areas, and wash mop heads regularly.

General Guidance for Athletic Staff:

1. Any athlete with suspected skin/soft tissue infection will be referred to the athletic trainer or school nurse for evaluation and referral to health care provider.
2. Any athlete with diagnosed infection will not be allowed to participate until written clearance from health care provider has been obtained.
3. Alcohol-based Hand Sanitizers (60% or greater) should be at all entrances/exits inside weight rooms. Athletes/coaches should be instructed to use hand sanitizer when entering and leaving weight room. If hands are visibly dirty, they should use soap and water to wash before entering the weight room.
4. Mats should be cleaned daily, when in use. May use tape to cover small holes/tears in mats. Cover up any mat that is in poor condition. Replace mats/coverings that are in poor condition with large holes/tears and these can harbor infection.
5. Towels should not be shared. If they are washed at school, they should be washed in soap and water at minimum of 160 F, and dried in a hot dryer. Consider the use of white towels that can be laundered with bleach to further ensure sanitizing.
6. Monitor padding on weight machines and replace worn out/torn padding as needed.
7. Wipe down grips on weights and lifting equipment at least daily, when in use. .
8. Encourage good hygiene practices with all athletes. Remind athletes that washing their hands with warm, soapy water frequently is the best way to prevent MRSA and other diseases. Strongly encourage showering with antibacterial soap and water immediately after practices/games and meets. Remind athletes not to share personal hygiene items (bar soap, towels, and razors), towels, clothing, and water bottles.
9. Remind athletes not to touch other people's wound infections.
10. Athletes should avoid cosmetic shaving (chest, legs, back).
11. No bar soap, use liquid soap from dispenser/pump. Antibacterial soap is the preferred soap.
12. Athletic areas, lockers and restrooms should be kept clean.

INFECTION CONTROL GUIDELINES FOR SCHOOL CUSTODIANS

Contracted school custodial services are present both during the school day, and during the evening hours to clean the school environment. Any problems or issues with these services are reported to the school principal, who then contacts custodial service supervisor for resolution.

MRSA (“Staph”) is a type of bacteria that is resistant to most forms of penicillin as well as some other antibiotics. MRSA commonly causes skin infections that may look like spider bites, infected turf burns, impetigo, boils or abscesses. It is very contagious and spread by touching the infection/drainage directly or by touching surfaces that have come in contact with the bacteria. MRSA can stay on surfaces for weeks.

Frequent hand washing is the best way to prevent MRSA. Cleaning and disinfecting surfaces that may come in contact with the MRSA bacteria is necessary to keep the environment healthy.

Cleaning not only makes our schools look nice, it also makes our schools healthy and safe places for children. Removing “dirt” we see by cleaning is the first step. Once the dirt is removed, we disinfect, or remove germs, by wiping down surfaces with an EPA recommended cleaning product. Germs (bacteria and viruses) are killed during routine cleanings and disinfecting activities. Allergens (mold, pollen, dust mites, and other irritants) are removed during cleaning activities like vacuuming, sweeping and mopping.

GENERAL GUIDANCE FOR SCHOOL CUSTODIAL STAFF:

1. Hard surfaces and equipment such as floors, light switches, door handles, handrails, tables, and desks should be cleaned routinely with EPA approved disinfectant.
2. Athletic equipment and areas such as mats, padding’s, locker rooms, and shower facilities should be cleaned routinely. Locker rooms and shower facilities should be cleaned daily, when in use.
3. Report of documented MRSA infection in classroom will require hard surface cleaning, mopping and vacuuming regardless of routine schedule.
4. All restrooms should have antibacterial soap and paper towels available at all times. Soap should have wall dispensers, no bar soap should be available.
5. Use of dedicated mops for athletic areas is recommended, mop head should be mopped on a regular basis.

Central Community School System has contract with Jani King Commercial Cleaning Services. Specific information regarding cleaning procedures is located in the contract which is on file at the office of the Superintendent.

Guidelines have been developed using the following references:

Louisiana Office of Public Health: Infectious Disease Epidemiology Section: MRSA in Schools guidelines. (www.infectiousdisease.dhh.louisiana.gov)

Center for Disease Control: MRSA Guidelines, Prevention and Control. (www.cdc.com)

Tacoma Pierce County Department of Health Guidelines: MRSA in Schools. (www.tcphd.org)

Approved: Central CSS School Board 1/28/08

LICE 101

It is very important to remember that schools do not get lice – people do!! Head lice are human parasites and require human blood to survive. Vacuuming is the best way to remove lice and its bi-products from the school environment. The use of chemicals is, in fact, harmful and not recommended or used in the Central Community School System.

Nits – small yellowish-white oval shaped eggs, they must be laid by live lice. You cannot catch nits.

Head lice – are clear in color when hatched, and then develop a brownish color. They are about the size of a sesame seed. They are very difficult to see in the different stages. They are crawling insects and they cannot hop, jump, or fly. They do not thrive on pets. They must have human blood to live. Head lice live for approximately 30 days, and one female louse can lay up to 100 nits (eggs).

Spread – Direct contact of the head or hair with an infested individual. Lice can also spread through the sharing of personal articles like hats, towels, brushes, helmets, hair ties, etc. There is a possibility of spreading head lice via pillows, headrests, or similar items.

****THE KEY TO GETTING RID OF LICE IS A PARENT WHO WILL TREAT PROPERLY, AND USE LICE COMB DAILY FOR SEVERAL WEEKS TO ENSURE THAT THEY ARE ALL GONE*****

PREVENTION OF LICE IN THE CLASSROOM:

Store each child's possessions in individual cubbies, lockers, or even individual plastic bags.

Teach children to hang coats separately – placing hats/gloves in pockets.

Encourage children not to share clothing, hats/caps, helmets, headsets, or personal grooming articles.

Shared headgear/computer headphones should be cleaned and disinfected between students.

Girls with long hair should wear hair up in ponytail every day. The use of hair gel/hairspray have been said to repel lice.

If you suspect lice in a child, please notify the school nurse via phone or email. We will check that child as soon as we can, it is important to remember that lice is not an emergency.

Central Community School District

Wellness Policy

Rationale

On June 30, 2004, Congress passed Section 204 of Public law 108-265, of the Child Nutrition and WIC Reauthorization Act of 2004. This law requires each local education agency participating in a program authorized by the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966 to establish a local school wellness policy.

Act 331 of the 2005 regular Louisiana legislative session establishes healthy standards for foods in public elementary and secondary schools during specified time periods, requires certain decisions be made by school principals, and provides for other related matters.

Recognizing that a coordinated effort by the entire community is necessary to promote wellness for students, the Central Community School District is committed to a school environment that promotes and protects students' health, well-being and ability to learn. Schools have a responsibility to help students establish and maintain lifelong patterns for healthy living. Well-planned and well-implemented school nutrition and physical education programs have been shown to positively influence students' habits.

Goal 1: Physical Activity

- 1. Central Community Schools will provide physical education courses in an environment where students learn, practice, and are assessed on developmentally appropriate motor skills, social skills, and knowledge.*
- 2. The curriculum will enhance a physical and social environment that encourages safe and enjoyable activities for all students, including those who are not athletically gifted.*
- 3. Individual activities as well as competitive and non-competitive team sports to encourage life-long physical activity will be included.*
- 4. Safe and appropriate playground equipment will be available for all students.*
- 5. Middle and high school students will have opportunities for physical activity through a range of extra curricular athletics.*
- 6. Schools will encourage families and community members to institute and participate in programs that support physical activity, such as, "Lighten Up Louisiana" or "Louisiana 2 Step."*

Goal 2: Nutrition

1. *Central Community Schools will implement a nutrition education program that promotes lifelong healthy eating practices. Nutrition Education also will be integrated into other areas of the curriculum.*
2. *The staff responsible for nutrition education will be trained and will participate regularly in professional development activities to effectively deliver an accurate nutrition education program.*
3. *Students will be encouraged to start each day with a healthy breakfast.*
4. *Nutrition education will involve collaborative planning and sharing information with families and the broader community to positively impact students and the health of the community.*

Goal 3: Nutrition Standards for all foods available on school campuses during the school day.

1. *Central Community School District Child Nutrition Programs will provide reimbursable meals that meet requirements and nutrition standards set forth by Congress.*
2. *Foods and beverages sold or served at school, during the normal school day, will meet the nutrition recommendations of the U.S. Dietary Guidelines for Americans, Act number 331 of the 2005 Louisiana legislature, and Louisiana State Board of Education Bulletin 1196. In addition, school food programs may offer for extra sales an item(s) that can be part of a reimbursable breakfast or lunch, according to the federal meal pattern regulations.*

Goal 4: Other priorities designed to promote students wellness.

1. *Central Community School System will provide a clean, safe and an enjoyable meal environment for students.*
2. *Principals will address parental concerns including kinds of foods available on their campus, sufficient mealtime, nutrition education, and physical education/ activity.*
3. *Food safety will be a key part of the Child Nutrition Programs operation.*

Medications

Common Medications in the School Setting:

Students in the school setting can be on many different types of medication. Attached is a list of the most common medications. Many of our students who take medication are given this in the morning prior to school and spend most of the time that it should be working with us at school. When you are notified that one of your students is receiving medication refer to this chart for the desired effects and side effects. It is important that if we see anything that may be related to meds that we communicate with both parents and physicians.

Medications on Field Trips:

The medication law requires that medication be administered by either a licensed or school board trained employee. However, a parent may delegate responsibility to a volunteer who is not employed by the school board. The school nurses department has forms available for use during field trips. Students who are traveling out of town and/or overnight on field trips will need medical release forms that include a medical history.